

Exhibit A, WORK PLAN

The GRANTEE agrees to provide for the acquisition of rights of way and related services for the PROJECT in accordance with State and Federal Laws, the Uniform Relocation Assistance and Real Property Act of 1970, as amended, STATE'S Real Estate Procedure Manual, Federal Regulations and particularly Title 23 Part 710 and 49 Part 24 of the Code of Federal Regulations ("CFR"), as amended, and any additional written instructions given by the STATE.

The GRANTEE further acknowledges that no acquisition of rights of way shall proceed until all applicable archaeological, environmental and historical preservation clearances have been approved and "Notice to Proceed" is issued. More specifically, the GRANTEE shall:

- a. Prepare preliminary title reports for all parcels which are to be acquired.
- b. Prepare and provide cost estimates that shall be approved by LDOTD. Additionally, LDOTD shall approve real estate consultants hired by LPA's (appraisers, review appraisers, negotiators, relocation assistance agents, title abstract agents, construction cost estimators, etc.). **The Local Public Agency shall not begin any formal appraisal, acquisition or relocation activities until notified by the LDOTD that FHWA has authorized the project.**
- c. If using the Compensation Estimate (limited to \$10,000 or less), prepare and submit an original and two (2) copies of a project data book. The data book shall include but not be limited to a description of the area and confirmed and noted comparable sales with photographs. All forms used in the data books shall be supplied to the STATE's Real Estate Appraisal Office for review and approval.
- d. Prepare and provide to the STATE the type and number of Appraisals required for the PROJECT. These Appraisals should list all (marketable) interest in each parcel, including but not limited to Leasehold/Leased fee interest, option to purchase and Life estates.
 1. Prepare and submit to LADOTD Appraisal Office, an original and one (1) copy of an appraisal report estimating the compensation for each tract to be appraised. Appraisal reports shall be prepared in conformance with the STATE's Real Estate Guidelines for Appraisers and shall include but not be limited to: inspection detail, a description of the PROJECT requirements and influences, cost to cure narrative and benefit/damage comments, sign appraisals, highest and best use, explanation of adjustments, plats and photographs, title work, certification of

appraiser, and limiting conditions form. Additional or less information and forms may be required according to the STATE's Real Estate Guidelines for Appraisers in accordance with the type of appraisal form utilized. All forms used in the appraisal reports shall be approved by the STATE. Any specialty contractor employed by the GRANTEE to prepare sign appraisals and cost to cure reports must be approved by the STATE.

2. Appraisals shall be prepared by an appraiser who is a Licensed Certified Real Estate Appraiser in the State of Louisiana, at the appropriate level of certification/license, and who has been approved by the DOTD Real Estate Administrator.
- e. Provide all relocation services for those parcels where relocation is required. The GRANTEE shall prepare and submit to the STATE's District Real Estate Manager two (2) copies of property inventories, computation of moving payments, relocation studies, comparable housing, determination of Replacement Housing payments, incidental costs, and mortgage interest differential payments. All inventories and reports shall be submitted to the STATE for review and approval.
 - f. Upon approval by the STATE, prepare negotiation packages which will include the STATE's Acquisition of Right of Way and Relocation Assistance brochure, Letter of Offer, Statement of Estimated Values, availability of incidental payments, and if required, availability of relocation assistance letter and other relocation related correspondence.
 - g. Make all offers to purchase property and make all offers for moving payments, replacement housing payments and other payments required to owners or tenants. All offers and relocation benefits will be explained in detail and negotiations shall be conducted in accordance with the STATE's Real Estate Manual.
 - h. Prepare and maintain individual parcel files, including appraisal reports, purchase documents, and all related correspondence and reports in connection with and incidental to the performance of this Agreement, and to make said files available at any time for inspection by the STATE and the Federal Highway Administration. The GRANTEE further agrees that all information gained regarding the appraisals and the acquisitions on this PROJECT shall be kept confidential and not be publicly disclosed without prior written authorization by the STATE.

- i. Recommend counter offers for the STATE's Approval or Rejection and provide the necessary written justification.
- j. If an approved option is obtained, prepare for and close as follows:
 - (1) Submit check request, with approved option attached, to the STATE.
 - (2) Prepare all closing documents including Right of Way deeds, descriptions, plats, Settlement & Disbursement statements, IRS W-9 and any other documents required by the STATE.
 - (3) Prepare and secure executed Quit Claim deeds or releases necessary to acquire fee simple title or such other interest in the property as may be required for the PROJECT.
 - (4) Provide for a closing to be handled by the GRANTEE's attorney and furnish the STATE with a copy of the final title certificate for each parcel closed by deed.
- k. Be responsible for making all copies of right of way plan sheets needed in acquisition of the PROJECT.
- l. Prepare and submit to the STATE a Right of Way Certification and Relocation Advisory Assistance Certification prior to the certification date listed in the Agreement. These certifications will be prepared in a form approved by the STATE.
- m. Provide STATE with one (1) set of prints of right of way plans and provide any revised plan sheets thereafter.